

**IDAHO REAL ESTATE APPRAISER BOARD**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 6/12/2017**

**BOARD MEMBERS PRESENT:** Paul J Morgan - Chair  
H Scott Calhoun  
Eric J Brinton  
Douglas D Vollmer

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Mitchell Toryanski, Legal Counsel  
Eric Nelson, Prosecutor  
Deborah Sexton, Management Assistant  
Cesley Metcalfe, Technical Records Specialist  
Dicsie Gullick, Management Assistant  
Candace Villarreal, Bureau Staff

**OTHERS PRESENT:** James T. More – CGA  
Brian Wood

The meeting was called to order at 8:30 AM MDT by Paul J Morgan.

Ms. Cory introduced Cesley Metcalfe as the Bureau's new staff person who is working with Appraisal Management Companies (AMCs).

**APPROVAL OF MINUTES**

Mr. Vollmer made a motion to approve the minutes of 4/21/2017. It was seconded by Mr. Calhoun. Motion carried.

**EXECUTIVE ORDER**

Ms. Cory reviewed the Executive Order issued by Acting Governor Little which requires State agencies to submit a report to the Office of the Governor no later than July 1, 2018. The report will assess whether the licensure requirements are necessary and in the public interest while providing recommendations for improvement, modification or elimination. Mr. Brinton made a motion to authorize Mr. Calhoun to work with Ms. Cory on a response and placing the information on the Board's website for public comment. It was seconded by Mr. Vollmer. Motion carried.

## **LEGISLATIVE REPORT**

Mr. Toryanski gave the legislative report. The deadline to submit legislative ideas for proposed law changes to the Governor's Office is July 14 and the deadline to submit the proposed law and rule changes to the Governor's Office is August 18, for the 2018 Legislative Session.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$339,177.62 as of May 31, 2017.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers REA-2017-7, and REA-2017-6. After discussion, the Board gave recommendations for appropriate discipline. Mr. Brinton was recused from discussion regarding case numbers REA-2017-7, and REA-2017-6.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

The Board reviewed the probation log.

Ms. Peel presented a Notice of Violation and Settlement Order in case REA-2017-8. Mr. Calhoun made a motion to approve the Settlement Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Vollmer. Motion carried.

## **OLD BUSINESS**

To Do List – The Board reviewed the to do list and no action was taken.

Mr. Toryanski presented a draft rule to the Board regarding fees collected from Appraisal Management Companies (AMCs) by the state and transmitted to the federal government on an annual basis. Mr. Vollmer made a motion to approve the proposed rule as written. It was seconded by Mr. Brinton. Motion carried.

Mr. Toryanski presented a draft rule to the Board in regard to updating the Uniform Standards of Professional Appraisal Practice (USPAP) Edition from the 2016-2017 version to the 2018-2019 version. Mr. Brinton made a motion to approve the proposed rule as written. It was seconded by Mr. Calhoun. Motion carried.

## **NEW BUSINESS**

The Board reviewed a sample registration form for AMCs. Mr. Calhoun made a motion to approve the AMC registration form. It was seconded by Mr. Brinton. Motion carried.

The Board reviewed a list of questions and answers in regard to AMCs. No further action was taken.

The Board reviewed correspondence from Megan Brandt regarding whether or not the owners of an AMC that is owned 100% by another company (an entity), needs to submit a background check or just the designated controlling person. Mr. Vollmer made a motion that anyone owning 10% or more of the entity will need to submit a background check. For example: if the AMC is 50% owned by an entity then anyone owning 20% or more of the entity will need to submit a background check, and so forth. It was seconded by Mr. Calhoun.

The Board reviewed a draft surety bond form. Mr. Brinton made a motion to approve the form. It was seconded by Mr. Calhoun. Motion carried.

The Appraisal Subcommittee (ASC) staff conducted an ASC Compliance Review of the Idaho appraiser regulatory program on April 19-21, 2017 to determine the Program's compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as amended. The Board reviewed the final ASC Compliance Review Report. Idaho's program has been awarded an ASC Finding of "Excellent" and will remain on a two year Review Cycle.

The Board discussed attendance at the Association of Appraiser Regulatory Officials (AARO) 2017 fall conference. Mr. Brinton made a motion to approve expenses for Mr. Calhoun and a staff person to attend the conference. It was seconded by Mr. Vollmer. Motion carried.

The Board reviewed a complaint before the Federal Trade Commission in the matter of the Louisiana Real Estate Appraisers Board. No action was taken.

The Board reviewed correspondence from Desiree Osborn regarding whether an application can be submitted prior to having panel members listed. The Board requested Ms. Metcalfe respond back stating the application would need to be complete prior to submitting it and being complete would include the names of the panel members.

The Board discussed the renewal process for AMCs. Ms. Hall will draft a renewal form to bring back to the Board for review at the August 7, 2017 meeting.

## **EXECUTIVE SESSION**

Mr. Calhoun made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Brinton. The vote was: Mr. Morgan, aye; Mr. Calhoun, aye; Mr. Vollmer, aye; and Mr. Brinton, aye. Motion carried.

Mr. Calhoun made a motion to come out of executive session. It was seconded by Mr. Vollmer. The vote was: Mr. Morgan, aye; Mr. Calhoun, aye; Mr. Vollmer, aye; and Mr. Brinton, aye. Motion carried.

## **APPLICATIONS**

Mr. Calhoun made a motion to approve the following applications pending receipt of additional information:

901152352  
901152175  
901152201  
901152247  
901152302  
901152239  
901152332  
901152331  
901152309  
901152086  
901152278  
901152250  
901152156  
901152335  
901152199  
901152327

It was seconded by Mr. Vollmer. Motion carried.

## **CE COURSES**

ASFMRA – DRONES AGRICULTURE: ROLES AND GOALS  
ASFMRA – REPORT WRITING  
ASFMRA – MARKET AREA AND INDUSTRY ANALYSIS  
ASFMRA – TIMBER PROPERTY VALUATION  
APPRAISAL INSTITUTE – ADVANCED LAND VALUATION: SOUND  
SOLUTIONS TO PERPLEXING PROBLEMS

Mr. Vollmer made a motion to table applicant # 901068219 pending additional documents submitted to the Board for review. It was seconded by Mr. Brinton. Motion carried.

### **NEXT MEETING**

Conference Call – June 30 at 8:30 AM  
Meeting – August 7 at 8:30 AM

### **ADJOURNMENT**

Mr. Calhoun made a motion to adjourn the meeting at 12:18 PM. It was seconded by Mr. Brinton. Motion carried.

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Paul J Morgan, Chair

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H Scott Calhoun

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Eric J Brinton

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Douglas D Vollmer

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Tana Cory, Bureau Chief